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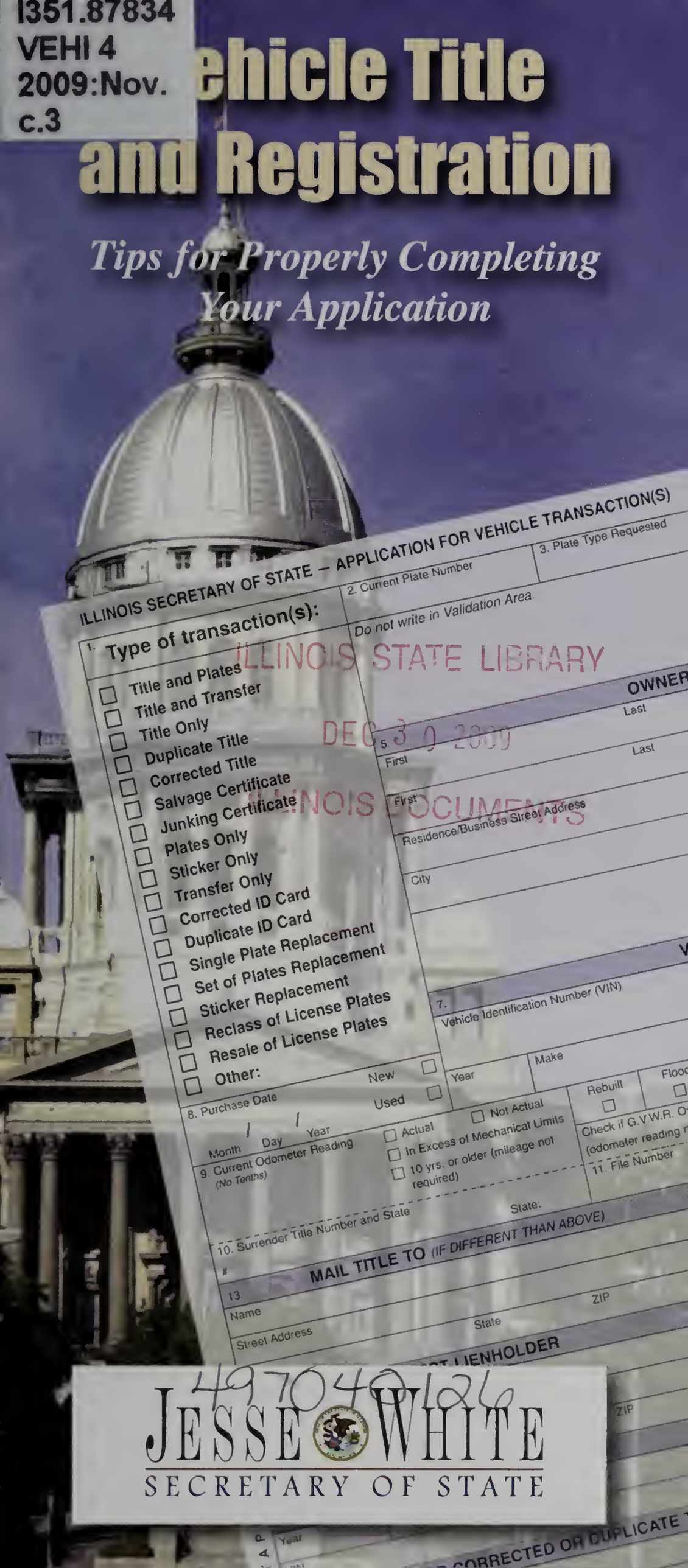
Vehicle Title and Registration

Tips for Properly Completing Your Application



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JESSE WHITE
SECRETARY OF STATE

Accurate Applications Get Rapid Results

As Secretary of State, I am committed to providing courteous and efficient service to the people of Illinois.

Making sure you properly complete your vehicle title and registration application will help my office process it more quickly and efficiently. This brochure offers some time-saving tips on completing your application accurately.

If you have further questions, please call the Vehicle Services Department toll free at 800-252-8980. Automobile dealers please call 217-782-6877.

I look forward to serving you.

Jesse White

Jesse White
Secretary of State

Title and Registration

1) **An Application for Vehicle Transaction(s)** (VSD 190) must be completed for any license plates or title transaction.

2) **Vehicle/ownership information** on the surrendered title must be the same as on the application. The buyer's name on the assignment area must be the same as on the application. The odometer reading must be certified on the Assignment of Title along with the date of sale. The vehicle identification number on the title must match the number on the dash or door of the vehicle.

3) **Tax must be paid** on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than $15,000, or on the selling price if it is $15,000 or more.

Submit the following along with your application to the Secretary of State:

- **Tax Form RUT-50** (available at most Secretary of State facilities)
- **Tax payment** (separate check, draft or money order payable to Illinois Department of Revenue)
- **Title and/or registration fees** (payable to Secretary of State)

Do not send tax payment to the Department of Revenue. See **Form RUT-50** for tax fees, or call the Department of Revenue at 800-732-8866 in Illinois or 217-782-3336.

If a recently purchased vehicle has not been titled or registered in this state, either RUT-25 (if purchased from an out-of-state dealer) or RUT-50 (if purchased from an individual) and any applicable tax (payable to Department of Revenue) must accompany the application.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Secretary of State, along with the tax check (payable to Department of Revenue), the **Application for Vehicle Transaction(s)**, the surrender document, and title and registration fees (payable to Secretary of State).

Transferring Plates

1) Make sure the **correct vehicle information** and **number** of the plates being transferred appear on the application in the proper area.

2) Check **Title and Transfer** if transferring current plates.

3) Enclose the MOST RECENT **vehicle registration identification** card for the license plates number being transferred.

4) If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names **will not** appear as owners on the new vehicle must **release their interest** in the license plates being transferred in writing and sign the statement.

5) License plates cannot be transferred from one person or business to another unless the transferring parties are the same person. A letter (on company letterhead if applicable) must be included with the application.

6) If a company incorporates, the firm is considered a separate, incorporated entity, and plates cannot be transferred from the original company.

Application Checklist

- ✔ Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- ✔ If the applicant is a Jr. or Sr., is it indicated at the top of the application AND in the signature area of the application?
- ✔ If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if it is part of the name?
- ✔ For a leased vehicle (one-year or longer contract), does the application clearly state the names of the **lessor** (leasing agency) and the **lessee**? The lessor must be listed first and then the individual leasing the vehicle.
- ✔ For a rental vehicle (less than one-year contract), a separate **Certificate of Insurance** must be included with the application. A signature verifying that the vehicle is covered by insurance must appear on the application.
- ✔ Is the owner(s) name, address and driver's license/FEIN typed or printed legibly on the application?
- ✔ Is the **vehicle information** (year, make, vehicle identification number) typed or printed legibly on the application?
- ✔ If transferring plates, are **both** the new and old vehicle information on the application?
- ✔ Is the most recent **vehicle registration card** enclosed?
- ✔ For a truck or trailer, has the **correct fee** been included for the vehicle's weight?
- ✔ For a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck or tractor plates.
- ✔ Has the current odometer reading been entered in the appropriate box?

Title and Registration Fees

Title Only	$ 95
Duplicate Title	$ 95
Corrected Title	$ 95
Junking Certificate	$ 0
Salvage Certificate	$ 4
Vehicle Registration and Renewal	$ 99
Motorcycle	$ 39
Trailer	$ 18
License Plates Transfer	$ 25
Corrected Registration ID Card	$ 3

For more information:

800-252-8980

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JESSE WHITE
SECRETARY OF STATE

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